

NETL Merit Staffing Vacancy Announcement

**U.S. DEPARTMENT OF ENERGY - NATIONAL ENERGY TECHNOLOGY LABORATORY
(NETL)**

ANNOUNCEMENT NO.: NETL-10-01C

OPENING DATE: 04/09/2010

CLOSING DATE: 04/15/2010

POSITION: Secretary (Office Automation), GS-318-5/6/7

LOCATION: NETL (See Notes)
Morgantown, WV or Pittsburgh, PA

Applicants must specify a duty location: Morgantown, WV or Pittsburgh, PA; or no preference. This vacancy announcement will be used to fill multiple vacancies at the Morgantown, WV and Pittsburgh, PA sites.

SUBJECT TO:
Agreement Covering Discoveries, Inventions and Improvements
DOE CTAP (See Attached)

PROMOTION POTENTIAL: GS-7

SALARY RANGE: (Includes locality pay)

Morgantown, WV: GS-5 - \$31,315 - \$40,706 per annum
GS-6 - \$34,907 - \$45,376 per annum
GS-7 - \$38,790 - \$50,431 per annum

Pittsburgh, PA: GS-5 - \$31,921 - \$41,494 per annum
GS-6 - \$35,582 - \$46,255 per annum
GS-7 - \$39,541 - \$51,408 per annum

AREA OF CONSIDERATION: All eligible Office of Civilian Radioactive Waste Management (RW) employees.*

*RW employees will receive priority placement consideration for any vacancy within DOE under the DOE Internal Transition Assistance Plan (ITAP). RW employees will be considered and selected before any other candidate as long as the employee meets the

qualification requirements for the position. This announcement is being re-announced for the purpose of clearing the Career Transition Assistance Program (CTAP).

DUTIES AND RESPONSIBILITIES: The incumbent of this position will provide secretarial and office management support, coordination, and assistance for Division Director(s) and staff on all office activities conducted at NETL. The incumbent serves as liaison for the Division Director(s) advising staff of management's views, and implements instructions/procedures to expedite the work of the office. Keeps staff apprised of information pertinent to the Division(s). Deals with sensitive information concerning Laboratory activities in a professional manner to prevent inadvertent disclosure of such information to inappropriate parties. Duties include but are not limited to: independently merging and editing the calendar(s); reading and screening incoming items, using judgment to determine proper course of action to be followed; tracking action items and notifying Division Director(s) and staff of upcoming due dates and obtaining extension of due dates if necessary; coordinating travel arrangements and entering travel authorizations and vouchers into automated Federal Government Travel system; coordinating procurement request packages; providing orientation and assistance to new employees; establishing and maintaining working files and identifying to the Division Director(s) pending matters at appropriate time for action required; and preparing charts, spreadsheets and power point presentations using standard software packages.

QUALIFICATION REQUIREMENTS: Applicants must have general and/or specialized experience and any selective placement factors as described below. This requirement is in accordance with the OPM Qualifications Standards Operating Manual, available in any Government Personnel Office, which specifies when and how education may be substituted for the experience.

For GS-5, candidates must have experience in administrative or clerical work which demonstrates possession of the knowledge, skills and abilities required to serve as principal office assistant at this level. One year of this experience must be comparable to the GS-4 level in the Federal service.

For GS-6, candidates must have either 1 year of directly related specialized experience at the next lower grade (or equivalent experience outside the General Schedule).

Specialized experience at this grade typically includes proficiency in automated word processing and spreadsheet software applications, as well as clerical experience in an office setting.

For GS- 7, candidates must have experience in administrative or clerical work which demonstrates possession of the knowledge, skills, and abilities required to serve as a principal secretary at this level.

Specialized experience at this grade typically includes proficiency in automated word processing and spreadsheet software applications, as well as experience organizing and coordinating clerical and administrative procedures of an office.

Candidates for advancement within the General Schedule must meet time-in-grade requirements of 5 CFR, Part 300, Subpart F.

For all grade levels, candidates must have the ability to type 40 net words per minute (self-certification form included).

FOREIGN EDUCATION

Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the U.S. A written evaluation of any foreign education must be provided with your application in response to this vacancy announcement or be received by the closing date of this announcement. For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/members.htm>. Failure to provide this evaluation will result in you being found unqualified for the position.

PLEASE NOTE: If your foreign education has already been accepted by an accredited U.S. educational institution as part of a degree program with that institution, you do not need to provide an evaluation of foreign education but must submit a copy of the transcripts listing the degree from the U.S. accredited institution that accepted your foreign education.

BASIS OF EVALUATION: Qualified applicants will be rated against the established quality ranking factors (QRF). The extent to which a candidate possesses each knowledge, skill, and/or ability will be determined by measuring the level of experience, education, and training as they relate to each quality ranking factor. The quality ranking factors listed below have been weighted by the Selecting Official based on their relative importance to the position being filled.

DETERMINATION OF THE “BEST QUALIFIED” GROUP WILL BE BASED SOLELY ON INFORMATION CONTAINED IN THE CANDIDATES APPLICATION PACKAGE; THEREFORE, CANDIDATES ARE REQUESTED TO SPECIFICALLY ADDRESS EACH QUALITY RANKING FACTOR AND HIGHLIGHT THE SIGNIFICANCE OF THEIR SPECIFIC EXPERIENCE. FAILURE TO ADDRESS THE QUALITY RANKING FACTORS MAY RESULT IN A LOWER RATING.

1. Ability to manage and prioritize multiple clerical and administrative work assignments. (30%)
2. Ability to compose non-technical documents and review correspondence using proper grammar, spelling, punctuation, and required formats. (20%)
3. Ability to organize/maintain electronic schedules in order to keep appointment and key personnel calendar(s) current. (15%)
4. Ability to use a personal computer to prepare a variety of documents utilizing standardized software packages such as Microsoft word, Excel, Power Point, etc. (15%)
5. Ability to develop, locate, and assemble information for various reports, briefings, presentations, and conferences. (10%)
6. Ability to meet and deal with people on a regular basis, both within and outside the immediate work area, to exchange information and resolve problems, etc. (10%)

NOTES:

The U.S. Department of Energy is an Equal Opportunity Employer.

NETL provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the NETL HR Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. All applicants are subject to Employment Verification (E-Verify).

On vacancy announcements advertised at more than one grade level, applicants must identify the lowest pay or grade level they will accept; otherwise, the applicant will be rated only for the highest grade level for which they are qualified.

Those applicants who do not meet the minimum qualification requirements within 30 days of the closing date of the vacancy announcement will be determined to be “not qualified.”

Relocation expenses may be paid consistent with the Department’s policy and guidance.

As a condition of employment, new employees are required to arrange for direct deposit of paychecks.

You must include your Social Security number on your application.

This position is included in the bargaining unit.

This announcement may be used to fill additional positions with the same title, series and grade, basic qualifications and identical rating criteria including any selective placement factor(s).

For more information about the National Energy Technology Laboratory (NETL), please visit our website at www.netl.doe.gov. The status of all NETL vacancy announcements can be found at www.netl.doe.gov under career opportunities.

TO APPLY: Please complete the following steps to submit your application online:

1. Register with USAJOBS, which includes Building a resume:

Once you have completed the initial registration process with www.usajobs.opm.gov click on the **Resume** link. Next, click on the **Build New Resume** link if you have not created and stored a resume in USAJobs. NETL does not accept resumes from the **Upload New Resume** link.

Prior to applying online for the position, upload the required and recommended documents identified below by clicking on the **Saved Documents** link. To upload a document, click **Browse...** and select a file stored on your computer to include in your portfolio. Click on the “?” to the right of **Upload a New Document** for additional information. Once selected and named, click **Upload**. After you have successfully uploaded a document, you can click to View or Delete your document(s) at any time. Be advised that once a document has been uploaded it cannot be edited. If the uploaded file must be changed, then it must be deleted, corrected, and then

uploaded again. Also, if you have applied for the vacancy and want to change uploaded information, then you must correct the uploaded documents and reapply for the vacancy.

2. Select the vacancy announcement to which you wish to apply:

Locate the vacancy announcement on USAJOBS. Review the announcement thoroughly, including the Who May Apply, Qualifications and Required Documents sections. These sections describe what type of applicant is eligible to apply, what education and experience is required to be qualified for the position and which documents you will need to submit to support your application. Click the **Apply Online** link on the right side of the page and then select one of your stored resumes to submit with your application. Click on **Apply for this position now** to start the submission of your application.

REQUIRED DOCUMENTS:

****No attempt will be made to solicit missing materials from applicants who fail to submit them by the closing date. Incomplete applications will not be considered.****

All applicants are required to submit the following:

An Online Resume

Surplus Letter for RW Employee

Notification of Personnel Action (SF-50) (Copy of Most Recent)

Annual Performance Appraisal (Current)

College Transcript, if applying/qualifying based on education. (Unofficial transcript may be submitted, **or** a list of courses, grades earned, completion dates and quarter or semester hours earned can be a substitute for a transcript however, if selected an Official Transcript will be required.)

Foreign Education Equivalency (if applicable).

RECOMMENDED DOCUMENTS:

Supplementary statement addressing the quality ranking factors which highlights aspects of your background as they relate to the knowledge, skills, and abilities required by the position. Note: Rankings will be based solely on information contained in your application package. **Failure to address the quality ranking factors may result in a lower rating.**

Your complete online application and any required supplemental documentation (e.g., college transcripts, SF-50 or equivalent) must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. It is also your responsibility to ensure that all documents are received on time and that the materials are readable. Failure to do so will result in your application being removed from consideration for this announcement.

If applying online poses a hardship, please contact us at the telephone number listed on this announcement. Applicants **MUST CONTACT US PRIOR TO THE CLOSING DATE** to speak to someone who can provide assistance for submission of application. Requests for extensions will

not be granted. **EMAILED APPLICATIONS CANNOT BE ACCEPTED.**

Questions regarding this announcement may be addressed to Lisa McCartney at (412) 386-6018 or lisa.mccartney@netl.doe.gov.

WHAT TO EXPECT NEXT:

You may check your application status any time after the announcement closes. Go to the USAJOBS web site and select **My Account - Main Page** at the top of the page. Enter your Username and Password to sign in and click the **Application Status** link under **My Account**. We will update your status when changes are made. If you have other questions or need other assistance, you may use the Human Resources contact information above.

SELF CERTIFICATION STATEMENT FOR PROFICIENCY IN TYPING

This form may be used to self-certify proficiency in typing. If you use this form, your initial eligibility for jobs which require any of these skills will be based on your claimed speed. When an agency actually considers you for a job, you may be required either to pass an appropriate performance test or to submit a certificate of proficiency issued by a school, employment service, or other approved agency, which verifies your claim.

TYPING

If your claimed speed is based on a timed test, indicate the total number of words per minute you typed, the number of errors you made, and the length of the test. Indicate whether you have a certificate of proficiency which verifies your claimed speed and accuracy. If your test was scored in terms of correct words per minute, enter that value in "Total words per minute" and enter zero in "Number of errors."

Total Words per Minute: _____

Number of Errors: _____

Basis of Claim: _____ 5-Minute Test

Do you have a certificate of proficiency issued within the last 12 months which shows your claimed typing speed and accuracy? _____

If you haven't taken a typing test, or do not remember the results, show the approximate number of correct words per minute that you can type. _____

CERTIFICATION

I certify that all of the statements made in this form are true, complete, and correct to the best of my knowledge and belief are made in good faith.

Signature _____

Date _____

Name _____

Social Security No. _____

SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED EMPLOYEES

Department of Energy (DOE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)

If you are currently a DOE employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the DOE Agency Career Transition Assistance Program (CTAP). To be eligible for special priority selection under the DOE's Career Transition Assistance Program (CTAP) you must meet all of the following conditions:

1. Displaced Employee is: (A) a current DOE career or career-conditional competitive service employee in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area; or (B) a current DOE employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given non-competitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has received a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.

Surplus Employee is: (A) a current employee serving under an appointment in the competitive service, in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a Certificate of Expected Separation (CES) or other official certification issued by DOE indicating that your position is surplus, for example, a notice of position abolishment, or a notice stating that you are eligible for discontinued service retirement; or (B) a current DOE employee serving on an excepted service appointment without time limit, at a GS-15 grade level or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that your position is surplus, for example, a notice of position abolishment or a notice stating that you are eligible for discontinued service retirement, and you have been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.

You must submit one of the following with your application as proof of eligibility for this special selection priority: (A) a copy of the RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area; (B) Certificate of Expected Separation (CES) or other official notice from DOE indicating that you are surplus or eligible for discontinued service retirement; or (C) other official DOE certification identifying you as being in a surplus organization or occupation.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package.
4. Be currently employed by the DOE in the same commuting area of the position for which you are requesting priority consideration; or at DOE's discretion, occupy a position beyond the local commuting area. An eligible DOE employee outside the local commuting area, can only exercise selection priority when there are no eligible surplus and displaced DOE employees within the local commuting area who apply and are found well qualified.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Individuals who meet eligibility requirements for special selection priority selection under CTAP must be qualified to receive consideration for special priority selection.

APPLICANT BACKGROUND SURVEY QUESTIONNAIRE

PRIVACY INFORMATION

General

The information is provided pursuant to Public Law 935-597 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

Authority

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

Purpose and Routine Uses

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

Effects of Nondisclosure

Providing this information is voluntary. No individual personnel selections are made based on this information.

GENERAL INSTRUCTIONS

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are **voluntary**. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Vacancy Announcement No.: NETL-10-01C

Date (Month, Day, Year):

Position: Secretary (Office Automation), GS-318-5/6/7

Name:

How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices.)

01--Private Information Service

02--Magazine/Newspaper

03--Radio/TV

04--DOE Home Page

05--NETL Home Page

06--OPM USA Jobs

07--Minorities Job Bank

08--Other WEB sites (Specify): _____

09--Hard Copy of Vacancy Announcement

10--Agency Personnel Department

11--FRS-Federal Career Opportunities Listing

12--Federal/State/Local Job Information Center

13--Religious Organization

14--School or College Counselor or Other Official

15--Friend or Relative Working for the Agency

16--Friend or Relative Not Working for Agency

17--State Employment Office (Unemployment Office)

18--Private Employment Office

19--Other (Specify): _____

Please categorize yourself in terms of the race/ethnic category and sex using the definitions below: (Please circle one.)

RACE/ETHNIC CODE:

A--American Indian or Alaskan Native

Person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

B--Asian or Pacific Islander

Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

C--Black, Not of Hispanic Origin

Person having origins in any of the black racial groups of Africa.

D--Hispanic

Person of Mexican, Puerto Rican, Cuban Central or South American, or other Spanish culture or origin, regardless of race.

E--White, Not of Hispanic Origin

Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

SEX: (Please circle one.)

1--Male

2--Female

DISABILITY STATUS: (Please circle one.)

You may submit this form as part of your application package; however, it will be removed upon receipt and forwarded to NETL's Office of the Economic Impact and Diversity Manager.

Disability Status Codes:

05. I do not have a disability.

16. Total deafness in both ears, with or without understandable speech.

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).

25. Blind in both eyes (no usable vision, may have some light perception).

28. Missing one arm or one leg.

33. Missing both hands or both arms or both feet or both legs.

35. Missing one hand or arm and one foot or leg.

64. Partial paralysis of both hands.

65. Partial paralysis of both legs, any part, or both arms, any part.

67. Partial paralysis of one side of the body, including one arm and one leg.

68. Partial paralysis of three or more major parts of the body (arms and legs).

71. Complete paralysis of both hands or both arms or both legs.

72. Complete paralysis of one arm or one leg.

76. Complete paralysis of lower half of body, including legs.

77. Complete paralysis of one side of body, including one arm and one leg.

78. Complete paralysis of three or more major parts (of body) (arms and legs).

82. Convulsive disorder (e.g., epilepsy).

90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).

- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g., dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe: